

Term	Acronym	Definition
21st Century Community Learning Center dese.mo.gov/divcareered/saca_21st_century_learning_centers.htm	21st CCLC	The purpose of the program is to create centers during non-school hours (before or after school) that provide students with academic enrichment opportunities as well as additional activities designed to complement their regular academic program.
ABC's Career Awareness and Career Exploration		This program is designed to recognize exemplary career awareness and career exploration programs at the elementary level and to underscore the importance of these programs as the foundation of comprehensive career planning for all students. The ABC's will help identify, promote, and share the content and concepts of successful career awareness and career exploration programs which operate across the nation. The major goals of this program are to generate interest, gain support, develop understanding, and gain commitment from all concerned that career awareness and career exploration is critical to students as they plan for their future.
Adult Education and Literacy dese.mo.gov/divcareered/adult_ed_and_literacy_index.htm	AEL	Services or education below the postsecondary level for persons who are 16 years of age; are not enrolled or required to be enrolled in secondary school under state law; lack sufficient mastery of basic education skills to enable them to function in society, allowing them to secure training to become more employable, productive, and responsible citizens. This type of instruction will allow adults to continue their education through completion of secondary school.
Adult Mentoring dese.mo.gov/divcareered/community_ed_mentor_program.htm		The teaming of youth with responsible adults that will serve as role models and teach the youth skills, work habits, and/or responsible behavior.
Adult Secondary Education	ASE	Adult Education and Literacy instructional activities conducted for those adult learners who enter local program class sites at Educational Functioning Levels V and VI (Grade Equivalent 9.0 – 12.9)
Advanced Training		An occupational skills Employment/Training Program, not funded under Title I of WIA, that does not duplicate training received under Title I. Includes only training outside the One-Stop; WIA and Partner system, i.e., training following exit.

Afterschool Programs dese.mo.gov/divcareered/school_age_care_index.htm		Afterschool Programs provide a safe, caring, and nurturing place for extended learning, social, recreational, and personal life skills development for students during non-school hours. It is not a continuation of the school day, but extends and enriches the opportunities for experiential learning, social development, and recreation. Afterschool programs incorporate a strong partnership of school, family, and community members that collaboratively contribute to the growth of students as they mature into caring, competent, and responsible adults.
American Association for Adult and Continuing Education www.aaace.org/	AAACE	<p>The American Association for Adult and Continuing Education (AAACE) is dedicated to the belief that lifelong learning contributes to human fulfillment and positive social change, which is made possible by helping adults acquire the knowledge, skills, and values needed to lead productive and satisfying lives.</p> <p>AAACE provides leadership for the field of adult and continuing education by expanding opportunities for adult growth and development; unifying adult educators; fostering the development and dissemination of theory, research, information, and best practices; promoting identity and standards for the profession; and advocating relevant public policy and social change initiatives.</p>
American Association of Family and Consumer Sciences www.aafcs.org/	AAFCS	An association that works to improve the quality and standards of individual and family life through programs that educate, influence public policy, disseminate information and publish research findings. The association's members work to empower individuals, strengthen families, and enable communities and include elementary, secondary, postsecondary, and extension educators and administrators; other professionals in government, business and nonprofit sectors; and students preparing for the field.
American Career and Technical Education Family and Consumer Sciences Division www.acteonline.org/about/division/div-fam.cfm	ACTE FACS	An organization that works to promote and enhance family and consumer sciences (FACS) education throughout the United States and cooperates with other divisions to advance the purposes of the American Career and Technical Education (ACTE) organization.

American School Counselor Association www.schoolcounselor.org	ASCA	An association dedicated to supporting and improving school guidance programs through research, professional development, and legislative initiatives.
Americans with Disabilities Act of 1990 www.usdoj.gov/crt/ada/adahom1.htm	ADA	Prohibits discrimination in employment and other situations against persons with disabilities.
Application for Approval of Career Education Programs dese.mo.gov/divcareered/forms.htm		A guide for submitting applications for expanding and new career education programs.
Area Vocational Technical School dese.mo.gov/divcareered/ProgDirect/Programming_Directory.pdf	AVTS	A public educational institution that has been designated by the State Board of Education. An area vocational technical school may be: 1) a specialized high school; 2) a department of a high school; or 3) a department or division of a junior/community college, used exclusively for vocational education. Area schools provide career and technical education on a regional basis for high school students and adults.
Association for Career and Technical Education www.acte.org	ACTE	The largest national education associated dedicated to the advancement of education that prepares youth and adults for careers (formerly the American Vocational Association (AVA)).
Basic Skills (At-Risk Programs) dese.mo.gov/divcareered/sn_at_risk_info.htm		A teaching position that provides individual or small group instruction in mathematics, reading and writing skills essential for successful completion of a career education training program. The instruction is provided in cooperation with the career education teacher and concurrently with enrollment in a career education program.
Business Professionals of America www.bpa.org/	BPA	A national student organization for students enrolled in business, office and technology education programs at the middle school, secondary school, and postsecondary school levels (not currently in Missouri).
Career and Technical Student Organization dese.mo.gov/divcareered/student_organizations.htm	CTSO	Organizations (FFA, FBLA, FCCLA, DECA, SkillsUSA, TSA, PBL, PAS, Delta Epsilon Chi) for students and educators involved in specific areas of career and technical education (formerly known as vocational student organizations [VSO]).

Career Assistance Program	CAP	This program (formerly Temporary Assistance to Needy Families or TANF) provides long-term assistance of cash welfare benefits to eligible non-custodial parents and others to move to economic self-sufficiency.
Career Occupational Placement Survey www.edits.net/pdfs/COPS.pdf	COPS	An interest survey that provides job activity interest scores related to occupational clusters.
Career Orientation and Planning Profile	COPP	This is designed to help students and adults to appraise three factors that determine the ability to select a career/occupational choice in a methodical manner. The process of making a sound career decision consists of: 1) an analysis of one's own personal attributes that relate to an occupation, 2) an analysis of the occupational requirements and occupational opportunities, and 3) the ability to obtain suitable exploratory experiences through occupational tryouts.
Career Orientation Placement and Evaluation Survey	COPES	A measure of work values providing comprehensive measurement of those personal values that have demonstrated an effect on career education motivation.
Carl D. Perkins Vocational and Technical Education Act of 1998 www.ed.gov/offices/OVAE/CTE/legis.html		The primary federal legislation that supports career and technical education programs – named for former U. S. Senator Carl Perkins.
Case Management Under the Workforce Investment Act www.nccic.org/afterschool/CCDF21CCLC.pdf		A customer-centered approach to the delivery of services designed to prepare and coordinate comprehensive employment plans, such as service strategies, for participants to ensure access to necessary workforce investment activities and supportive services, using, where feasible, computer based technologies; and to provide job and career counseling during program participation and after job placement.
Child Care Development Fund	CCDF	These federal dollars are a result of the Child Care Development Block Grant enacted under the Omnibus Budget Reconciliation Act (OBRA) of 1990. They provide a source of funds for states to improve the availability and quality of childcare services for children ages 6 to 12.

Cisco Certified Network Associate Cisco Certified Network Professional www.cisco.com/en/US/learning/netacad/course_catalog/index.html	CCNA CCNP	An industry standard certification that recognizes skills in designing, installing, operating, and maintaining state-of-the-art computer networks.
Classification of Instructional Programs Code dese.mo.gov/divcareered/ProgDirect/Programming_Directory.pdf	CIP	A code number issued by the U.S. Department of Education to identify career education (occupational) program titles.
Commission on Adult Basic Education www.coabe.org/	COABE	<p>The Commission on Adult Basic Education provides leadership, advocacy, and professional development for adult basic education practitioners and adult learners in order to advance the unification and professionalization of the field.</p> <p>The Commission on Adult Basic Education is organized to advance national and international adult education and literacy opportunities for all persons.</p>
Community-Based Organization	CBO	A private non-profit organization that is representative of a community or a significant segment of a community and that has demonstrated expertise and effectiveness in the field of workforce investment.
Comprehensive Adult Student Assessment System www.casas.org/DirctDwnlds.cfm?mfile_id=1791&selected_id=197&wtarget=body	CASAS	Comprehensive test assessing life skills, work place skills, academic achievement, and English as a Second Language skill levels.
Comprehensive Assessment Under the Workforce Investment Act		Specialized evaluation of the skill levels and service needs of customers, which may include diagnostic testing and use of other assessment tools, an in-depth interviewing evaluation to identify employment barriers and appropriate employment goals.
Comprehensive School Improvement Plan dese.mo.gov/divimprove/sia/msip/index.html	CSIP	A plan developed by local schools to incorporate all major concerns identified by their MSIP review and confirmed by the Department's School Improvement Committee.
Computer-Assisted Drafting	CAD	The use of a computer as a drafting aid in the field of drafting and design. Also referred to as <i>Computer-Aided Drafting</i> .
Continuing Resolution		Funding packages that typically continue funding in a fashion similar to the preceding federal fiscal year.

Cooperative Career Education	CCE	An organized method of instruction designed to provide supervised on-the-job training, related career education instruction and required academic courses through a written agreement between the student, school, and employer.
Core Services for the Workforce Investment Act		Basic/initial services that are available at any One-Stop Career Center. These services are available to anyone. These services include: 1) determination of whether the individual is eligible to receive additional assistance under the Workforce Investment Act; 2) outreach, intake, and orientation to the information and other services available through the one-stop delivery system; 3) initial assessment of skills, aptitudes, abilities, and supportive service needs; 4) job search and placement assistance and where appropriate, career counseling; 5) provision of local employment information; 6) performance information and programs cost on eligible providers of training services; 7) information regarding how the local area is performing in the local performance measures; 8) information regarding the availability of supportive services; 9) information regarding filing claims for unemployment compensation; 10) eligibility for welfare programs and financial aid assistance; and 11) follow-up services.
Corporation for National and Community Service www.cns.gov/	CNCS	Federal agency established to administer national service programs including Learn and Serve, AmeriCorps, and Senior Corps.
Course Code		A code number issued by the Missouri Department of Elementary and Secondary Education to identify courses through the core data system.
Credential		Nationally-recognized degree or certificate, or state/locally-recognized credentials that include, but are not limited to a high school diploma; GED or other recognized equivalents; postsecondary degrees/certificates; and recognized skill standards.
Customized Training dese.mo.gov/divcareered/customized_training_index.htm	CT	Training that is designed to meet the special requirements of an employer who is committed to employ an individual upon successful completion of training, for which the employer will receive not less than 50 percent of the cost of the training.

DECA dese.mo.gov/divcareered/deca.htm	DECA	The co-curricular career and technical student organization associated with marketing and cooperative education programs.
Delta Epsilon Chi dese.mo.gov/divcareered/delta_epsilon_chi.htm	DEX	An international organization for college students preparing for careers in marketing, management, entrepreneurship, and business.
Delta Pi Epsilon www.dpe.org/core/home.htm	DPE	A national graduate honorary society for professionals who support and promote scholarship, leadership, and cooperation towards the advancement of education for and about business.
Department of Elementary and Secondary Education dese.mo.gov	DESE	The state agency for elementary and secondary education comprised of a team of dedicated individuals working for the continuous improvement of education and services for all citizens.
Department of Labor www.dol.gov/	DOL	This federal agency fosters and promotes the welfare of the job seekers, wage earners, and retirees of the United States by improving their working conditions; advancing their opportunities for profitable employment; protecting their retirement and health care benefits; helping employers find workers; strengthening free collective bargaining; and tracking changes in employment, prices, and other national economic measurements.
Dictionary of Occupational Titles www.oalj.dol.gov/libdot.htm	DOT	The Department of Labor publication that contains a large number of very specific detailed and precise descriptions of jobs in the United States.
Dislocated Worker	DW	An individual who received an individual notice of pending or actual layoff from a job or an individual who received a publicly announced notice of pending or actual layoff.
Displaced Homemaker	DH	Displaced homemakers are divorced, widowed, separated, or have disabled spouses and must prepare for paid employment. They have worked primarily without pay to care for the home and family.
Distance Learning Teacher	DLT	A teacher who delivers instruction to students who are not physically present in the same room as the teacher. Venues such as e-mail, telephone, regular mail, or virtual classrooms can be used in the instructional process.

Division of Workforce Development www.ded.mo.gov/employment/workforcedevelopment/	DWD	A state government office that supports a system that will provide employers with a skilled workforce and provides job seekers with access to jobs with increased earning potential.
Division of Youth Services www.dss.mo.gov/dys/index.htm	DYS	Youth judged to be delinquent and in need of rehabilitation and education are committed to the Division of Youth Services by the state's juvenile circuit courts until approved for return to the community under supervision or are discharged. The Division provides an array of services including institutional care, community-based services, non-residential services, and after-care supervision. The Division of Youth Services is part of the Department of Social Services.
Economic Development Agencies www.ecodev.state.mo.us/		Local planning and zoning commission or boards, community development agencies, and other local agencies and institutions responsible for regulating, promoting, or assisting in local economic development.
Educational Functioning Level	EFL	The level at which an individual performs life activities such as reading for comprehension, mathematical operations, and communication through speaking and writing.
Education Department General Administrative Regulations	EDGAR	Regulations that implement the General Education Provisions Act (GEPA) and set forth administrative regulations governing all programs administered by the U.S. Department of Education.
Eligible Training Providers for the Workforce Investment Act		Providers of training services that have been approved to receive Individual Training Account funds under the Workforce Investment Act.
Eligible Youth for the Workforce Investment Act		A youth who is not less than age 14 and not more than 21; meets income eligibility criteria; and is deficient in one or more of the following: 1) basic literacy skills; 2) a school dropout; 3) homeless, runaway, or foster child; 4) pregnant or a parent; 5) an offender; or 6) an individual who requires additional assistance to complete an educational program or to secure and hold employment.

Embedded Credit		Credit awarded in one class for competency mastery gained in a second class, or a series of other classes. Example: an academic credit awarded in mathematics for demonstrated mastery gained in a career education class.
Employment and Training Administration www.doleta.gov/	ETA	ETA is a division of the U.S. Department of Labor. ETA is responsible for the administration and oversight of the Workforce Investment Act.
English as a Second Language/English Language Learner	ESL/ELL	A term pertaining to a group of students needing English education due to limited English proficiency (LEP).
Extended Day Child Care Program Grant	EDCCP	These state dollars are a result of the partially funded State Legislation Bill 740. They are for childcare programs for school age children in public education institutions. The funds have a particular focus on new afterschool programs and do require a dollar-for-dollar match.
Family and Consumer Sciences Education Association www.cwu.edu/~fandcs/fcsea/index.html	FACSEA	This is a voluntary organization of family and consumer sciences educators and others associated with or interested in family and consumer sciences instruction in schools and colleges. Family and consumer sciences educators are dedicated to helping each individual help him/herself through a better understanding and control of family and community life. They work to improve the quality of family and consumer sciences instruction and to broaden the scope of the curriculum. FCSEA promotes effective education programs, supplements existing services and resources available to family and consumer sciences educators, and cooperates with other associations in related fields.
Family Educational Rights and Privacy Act www.ed.gov/policy/gen/guid/fpco/ferpa/index.html	FERPA	Guarantees confidentiality of student records and access by parents to their child's records. It also grants certain due process rights with regard to the content of educational records.

Family, Career and Community Leaders of America dese.mo.gov/divcareered/fccla.htm	FCCLA	FCCLA: The Ultimate Leadership Experience is a dynamic and effective national student organization that helps young men and women become leaders and address important personal, family, work, and societal issues through family and consumer sciences education. Students who have taken or are currently enrolled in a family and consumer sciences education course in public and private schools through grade 12 are eligible for membership through a local chapter.
Final Agreed Upon Performance Level	FAUPL	The level of performance the Feds have set for Missouri for secondary and postsecondary indicators.
Final Expenditure Report	FER	Verifies yearly grant expenditures and generated match.
Future Business Leaders of America dese.mo.gov/divcareered/fbla.htm	FBLA	A secondary student organization that brings business and education together in a positive working relationship through innovative leadership and career development programs.
FV-1 dese.mo.gov/divcareered/forms.htm		A form used to submit adult and postsecondary teacher courses for reimbursement.
FV-2 dese.mo.gov/divcareered/forms.htm		A form used to submit a reimbursement request for approved career education expenditures.
FV-4 dese.mo.gov/divcareered/forms.htm		An application for authorization of career education expenditures.
GED Option Program dese.mo.gov/divcareered/ged_option.htm		<p>The GED Option Program is designed to target at-risk students, 17 years of age or older, who have the capability to complete Missouri high school graduation requirements, but for a variety of reasons, lack the credits needed to graduate with their cohort class and are at risk of leaving school without a high school diploma.</p> <p>School districts approved by DESE to participate in the GED Option Program receive average daily attendance funds for the participating students. When GED Option students obtain passing scores on the GED Tests and complete all district graduation requirements, they are granted a high school diploma.</p>

General Aptitude Test Battery	GATB	A series of tests developed primarily to be used for the evaluation of occupational potential.
General Educational Development Test dese.mo.gov/divcareered/ged_index.htm	GED	The GED Test is a battery of five multiple-choice tests that measure the major academic skills and knowledge associated with a high school program of study, with increased emphasis on workplace and higher education. The exam covers reading, mathematics, social studies, science, and writing skills. The writing skills portion includes a 200-word essay. The exam takes about seven (7) hours to complete.
Grade Equivalent	GE	Tests of Adult Basic Education (TABE) tables convert assessment raw scores to Grade Equivalent and scale scores. The Grade Equivalent 9.6 is interpreted as 9 years and 6 months of equivalent education. Under the <i>best conditions</i> , a TABE Grade Equivalent should be considered as an estimate of a learner's <i>true</i> skills.
Growth and Expansion Request	GER	A grant request form used to apply for additional Adult Education and Literacy funds for existing grant programs which will allow the program to provide services when increased need has developed during the program year.
High Schools That Work dese.mo.gov/divcareered/high_schools_that_work_index.htm	HSTW	A model of high school reform developed by the Southern Regional Education Board (SREB) that integrates academic and career education, promotes staff development, and raises expectations for and achievement of students.
Individual Employment Plan for the Workforce Investment Act (adults/dislocated workers)	IEP	A document which specifies strategies to achieve employment goals set by adults or dislocated workers. This document is created using information gathered through self-assessment, initial assessment, and comprehensive assessment to identify the employment goals, appropriate achievement objectives, and appropriate combination of services to achieve these goals.
Individual Service Strategy for the Workforce Investment Act (youth)	ISS	A plan that identifies actions and services needed to assist youth in their progress toward achieving their educational and employment goals.

Individual Training Account	ITA	An account established on behalf of WIA Title I adult and dislocated workers to purchase training services from eligible providers, selected by the customer in consultation with the case manager.
Individuals with Disabilities Education Act	IDEA	A statute providing funds to states and local school districts for the provision of special education and related services to children with disabilities.
In-School Youth	ISY	A youth, 14-21 years of age, who has not yet attained a high school diploma or General Educational Development Certificate (GED), and is enrolled in and attending full-time, a secondary or postsecondary level career education, technical or academic school, or is between school terms.
Instructional Management System	IMS	A systematic approach to defining and measuring the knowledge, skills, and attitudes students need to acquire in specific occupational areas.
Intensive Follow-Up Services		Regularly scheduled informational and workplace counseling contact with customers and/or their employer who are placed in unsubsidized employment through intensive services.
Intensive Services for the Workforce Investment Act		The area of services offered for those customers requiring more intense assistance in acquiring employment than core services.
International Technology Education Association www.itea.org/	ITEA	A voluntary organization for Technology Education professionals associated with Technology Education.
Internships		Work experience in the private sector. A short-term pre-vocational service designed to instill work habits and work ethics, or to allow the sampling of jobs to determine if an individual has the aptitude and interests necessary for training and/or placement.
Invitation for Bid	IFB	A document which constitutes an invitation for sealed bids from prospective bidders for the purchase of specified services.

Job Readiness Training		A formal classroom activity providing instruction in job-seeking and job-holding skills that can be augmented with such curriculum as business math and business communication. Local employers may also suggest additional curriculum based on identified shortages.
Job Search Assistance	JSA	Service offered through One-Stop system to provide customers with skills to find/obtain employment. Can be offered in a group setting or on an individual basis.
Labor Market Area	LMA	An economically integrated geographic area within which individuals can reside and find employment within a reasonable distance or can readily change employment without changing their place of residence. Such an area shall be identified in accordance with criteria used by the Bureau of Labor Statistics of the U.S. Department of Labor in defining such areas or similar criteria established by the Governor.
Local Education Agency	LEA	The term used for public elementary and secondary school districts and other public schools such as the state schools for the deaf and the blind.
Limited English Proficiency	LEP	Any person who has limited ability in speaking, reading, writing, or understanding the English language; and whose native language is a language other than English; or who lives in a family or community environment where a language other than English is the primary language.
Local Workforce Investment Board	LWIB	A local partnership in each workforce investment area of the state that has responsibility to design and oversee the job training programs for adults, youth, and dislocated workers funded under the Workforce Investment Act. The board membership must be comprised of representatives from business, education, labor organizations, community-based organizations, economic development agencies, each one-stop partner, and others identified by the local chief elected official(s). The majority of the membership shall represent local businesses.

Lower Living Standard Income Level	LLSIL	The income level (adjusted for regional, metropolitan, urban and rural differences, and family size) determined annually by the Secretary of Labor based on the most recent lower living family budget issued by the Secretary of Labor.
Maintenance of Effort		A requirement common in federal education programs and some state programs that a recipient continues to expend as much state and/or local money for a particular purpose as it expended in the prior year.
Marketing and Cooperative Education Association www.nationalmea.org/	MCEA	An association for individuals involved and interested in marketing and cooperative education at the secondary, postsecondary, and adult levels of instruction.
Memorandum of Understanding	MOU	A formal written and signed legal document describing an agreement between parties. It is a more formal alternative to a gentlemen's agreement, but less formal than a contract.
Microsoft Office Specialist	MOS	An industry standard certification program that recognizes levels of proficiency in Microsoft Office Applications – Word, Excel, PowerPoint, and Access.
Missouri Accreditation (Child Care Programs) www.moaccreditation.org	MOA	Missouri accreditation provides quality standards for child care programs serving children from birth to 12 years of age within the state of Missouri. MOA functions in areas beyond the scope of state licensing requirements for child care facilities.
Missouri Adult Education and Literacy Administrators Association	MAELAA	The state adult education and literacy program directors' association.
Missouri Afterschool Network	MASN	A statewide system for the development, implementation, and ultimate sustainability of high quality, safe, caring, and nurturing afterschool programs. Further, to provide extended experiential learning, academic achievement, social, recreational, and personal life skills development espousing the principals of best practices in youth development, quality care, and education for all Missouri's students during non-school hours.

Missouri Afterschool Resource Center www.moasn.org	MOARC	The Missouri Afterschool Resource Center provides technical assistance, support services, and training while ensuring all school age children, youth, and families in Missouri have access to high-quality, sustainable afterschool programs. MOARC promotes quality afterschool experiences benefiting the whole child.
Missouri Association of Adult Continuing and Community Education www.maacce.org	MAACCE	<p>This organization furnishes you an important link with other disciplines concerned with community development and lifelong learning. From the annual meeting with opportunities for professional development and discussion of current topics in the field, to publications that keep you informed of adult and community education activities in Missouri. MAACCE is the link to professionals in practice.</p> <p>MAACCE is a state organization which focuses on lifelong learning by enhancing the growth and development of professionals with diverse roles as they address the changing needs of their communities. It also focuses on lifelong learning by enhancing the growth and development of professionals with diverse roles as they address the changing needs of their communities.</p>
Missouri Association for Career and Technical Education www.mo-acte.org	MoACTE	An association promoting the development of career, practical arts, technical, and career education within the state of Missouri continually emphasizing continued support of career-technical education at the secondary, postsecondary, and adult levels, while fostering partnerships with business and industry in the training and re-training of the Missouri workforce.
Missouri Association for Customized Training	MACT	An association designed to meet the needs of training professionals involved in administering and delivering customized training in Missouri.
Missouri Association for Workforce Development www.mo-awd.org/	MAWD	The association that supports workforce development issues affecting professionals in the fields of career education, job training programs, welfare reform, and labor exchange services. MAWD's focus is to strengthen the partnership between these professionals while enhancing the skills of the individual.

Missouri Business Education Association dese.mo.gov/divcareered/biz_mbea.htm	MBEA	An organization of individuals and groups involved in improving business education in Missouri by providing professional development of its members, strengthening leadership qualities, supporting and reinforcing academic instruction, and preparing individuals for successful business careers and management of personal business affairs.
Missouri Center for Career Education www.missouricareereducation.org/pd/	MCCE	The Missouri Center for Career Education (MCCE), located at Central Missouri State University (CMSU), is a leader in curriculum development and publications specializing in career and technical education.
Missouri Comprehensive Guidance Program dese.mo.gov/divcareered/guide_programs.htm		The Missouri Comprehensive Guidance Program is designed to serve all students in grades K-12 and help insure equal opportunity for all students to participate fully in the educational process integrating academics, career, and personal/social development.
Missouri Council for Career and Technical Administrators dese.mo.gov/divcareered/professional_organization_mccta_implementation_plan.htm	MCCTA	A professional association of administrators, supervisors, state education staff members, and department heads of vocational-technical practical arts education programs at the secondary, postsecondary, adult, and collegiate levels that promotes career and technical education in the state.
Missouri Customized Training Program dese.mo.gov/divcareered/customized_training_index.htm	MCTP	An Economic Development/Employment and Training that is designed to meet the special requirements of an employer who is committed to employ an individual upon successful completion of training, for which the employer will receive not less than 50 percent of the cost of the training.
Missouri Educators for Family and Consumer Sciences dese.mo.gov/divcareered/facs_moefacs.htm	MoEFACS	An organization for persons engaged in teaching, coordinating, or supervising family and consumer sciences education (consumer and/or occupational). This includes instructional programs, services, and activities at the secondary, postsecondary, and adult levels of instruction.
Missouri FFA dese.mo.gov/divcareered/ag_mo_ffa.htm	FFA	A federally chartered organization for students in grades 9-12 enrolled in agricultural education. Its mission is to make a positive difference in the lives of students by developing their potential for premier leadership, personal growth, and career success through agricultural education.

Missouri Job Development Funds	MJDF	Funding used to support the DWD Customized Training (CT) Program in Missouri.
Missouri Occupational Information Coordinating Committee www.moicc.com/	MOICC	A multi-agency entity that is responsible for Missouri's occupational and labor market information system. MOICC distributes information for career development, human resource planning, and coordinates data produced by member agencies.
Missouri Placement Association mpa.mo-acte.org/	MPA	An organization that promotes the development of placement services to students enrolled in high schools, area career centers, and colleges. It maintains and improves professional standards in the field of placement, and unites professionals engaged in placement activities.
Missouri School Age Community Coalition www.mosac2.org	MOSAC²	An organization that supports, trains, and unifies professionals in afterschool programs. MOSAC ² is dedicated to promoting public support and awareness of the benefits of afterschool programs.
Missouri School Counselor Association schoolweb.missouri.edu/MSCA/	MSCA	Professional organization for school counselors at all levels, elementary through postsecondary, as well as those in private practice.
Missouri School Counselor Transition Tuition Reimbursement Program dese.mo.gov/divcareered/guide_programs.htm		This program is designed to help local school districts encourage individuals within their own systems to pursue school counselor training and certification. Under this program, tuition reimbursement is made available to a limited number of applicants in each of the 14 state-approved school counselor training programs. Funds available through this program can be used for the initial 21 graduate hours required for provisional certification. Individuals interested in pursuing this program need to contact the university of their choice regarding the availability of slots, program admissions requirements, etc.
Missouri School Improvement Program dese.mo.gov/divimprove/sia/msip/index.html	MSIP	The Missouri School Improvement Program reviews and accredits the school districts in the state within a five-year review cycle. School district reviews cover the areas of resource, process, and performance. The process of accrediting school districts is mandated by state law.

Missouri School-College Relations Commission	MSCRC	Composed of representatives from a variety of associations, organizations, and agencies concerned with career preparation and subsequent postsecondary education of Missouri citizens. This group is also responsible for the college day/night scheduling.
Missouri State Association of Health Occupations Education dese.mo.gov/divcareered/health_mosahoe.htm	MoSAHOE	An organization that provides a communication network for secondary and postsecondary health care educators across the state; keeps members informed of policies, plans, and issues of the ACTE and legislation impacting career education; provides opportunities for updating professional skills through workshops, conferences, and receiving <i>continuing education units (CEUs)</i> ; and encourages and support career and technical student organization (CTSO) activities.
Missouri Trade & Technical Association www.mo-acte.org	MTTA	An organization to support and assist trade and technical instructors in both secondary and postsecondary areas. This support consists of technical upgrades and workshops, as well as academic training.
Missouri Training/Employment Council www.ded.mo.gov/employment/missouritrainingemploymentcouncil/	MTEC	The state governing body for the Missouri Workforce Development Act, similar to the local Workforce Investment Boards.
Missouri Valley Adult Education Association www.mvaea.com/members.html	MVAEA	<p>MVAEA is the regional professional development organization consisting of North Dakota, South Dakota, Minnesota, Nebraska, Iowa, Kansas, and Missouri. Organized in 1938, it is the oldest regional adult education association in the country. It is affiliated with the American Association for Adult and Continuing Education (AAACE) and the major adult education association in each of the seven (7) states.</p> <p>MVAEA brings together college and university professors, community educators, ABE/GED literacy instructors, volunteer teachers/tutors, religious instructors, military personnel, administrators, supervisors, and coordinators, community based organization personnel, business trainers, consultants, and other educators, reflecting a field of great diversity and talent from seven (7) states.</p>

Missouri Vocational Agriculture Teachers Association dese.state.mo.us/divcareered/ag_mvata_awards.htm	MVATA	An organization for individuals actively involved in agricultural education. Membership is open to all certified agricultural educators, grades K-12, postsecondary and associates in agricultural education.
Missouri Vocational Special Needs Association dese.mo.gov/divcareered/special_needs_index.htm	MVSNA	An organization for persons interested in service to Missouri's special needs population that includes students in Missouri who are disadvantaged and students with disabilities. This group could consist of counselors, basic skills instructors, vocational resource educators, supplemental/vocational preparation instructors, and evaluators.
Missouri Young Farmers/Young Farm Wives Association dese.state.mo.us/divcareered/ag_ed_yf_yfw.htm	MOYF/YFW	An association promoting personal and professional growth of adults involved with agriculture.
National Afterschool Association www.naaweb.org	NAA	A professional association for practitioners, policy makers, and administrators representing all public, private, and community-based sectors of afterschool and out-of-school time programs, as well as school-age and afterschool programs on military bases, both domestic and international. The purpose of this association is to be the leading voice of the afterschool profession dedicated to the development, education, and care of children and youth during their out-of-school hours.
National Association for Supervisors of Agricultural Education www.teamaged.org/stateleaders/	NASAE	An association composed of state and federal agricultural education supervisors whose purpose is to provide leadership for agricultural education.
National Association of Agricultural Educators www.naae.org/	NAAE	A national association for teachers of secondary, postsecondary, and adult agricultural education educators.
National Association of Partners in Education www.napehq.org/	NAPE	An association that provides leadership in the formation and growth of effective partnerships that ensures success for all students. NAPE strives to increase the number, quality, and scope of effective partnerships; raise awareness about the importance of partnerships to achieve student success; and promote to policymakers the importance of effective partnerships.

National Association of State Directors of Career and Technical Education Consortium www.careertech.org/	NASDCTEc	An organization for the agency-designated director of career education, as well as those who are interested in supporting the goals of the association. The association's mission is to provide leadership in career technical education, economic development, education improvement, and workforce development for the 21 st century.
National Association of Supervisors of Business Education www.acteonline.org/about/division/div-be-affil.cfm	NASBE	An organization of business education supervisors who are direct employees of a state, region, or local education agency. The purpose of this organization is to further the cause of business education and the welfare of the field and professional members.
National Business Education Association www.nbea.org/nbea.html	NBEA	The nation's largest professional organization devoted exclusively to serving individuals and groups engaged in instruction, administration, research, and dissemination of information for and about business. NBEA is the leading association devoted to the recognition that business education competencies are essential for all individuals in today's fast-changing society.
National Community Education Association www.ncea.com/	NCEA	A non-profit membership organization founded to promote: parent and community involvement in public education, the formation of community partnerships to address community needs, and the expansion of lifelong learning opportunities for all community residents.
National Diffusion Network www.sedl.org/scimath/compass/v01n01/ndn.html	NDN	A federally-funded network of officers (called state facilitators) that disseminate information about effective educational practices, usually developed and tested with federal program funds.
National Reporting System Standards www.nrs.detya.gov.au/	NRS	The National Reporting System (NRS) for Adult Education is an outcome-based reporting system for the state-administered, federally-funded adult education program. Developed with the support of <u>the U.S. Department of Education's</u> Division of Adult Education and Literacy (DAEL), the NRS continues a cooperative process through which state adult education directors and DAEL manage a reporting system that demonstrates learner outcomes for adult education.

National Tech Prep Network www.cord.org/ntpn	NTPN	An organization for educators and employers involved in the advancement of Tech Prep and related education reform initiatives.
National Young Farmers Educational Association www.nyfea.org/	NYFEA	An association for educating agricultural leaders featuring leadership training, agricultural career education, and community service opportunities. The official adult student organization for agricultural education as recognized by the United States Department of Education.
Non-Traditional Employment		Occupations or fields of work for which individuals from one gender comprise less than 25 percent of the individuals employed in each such occupation or field of work.
Non-Traditional Males and Females		Males and females who are entering a career education training program or occupation non-traditional to their gender. An enrollment of 75 percent or higher of one gender is considered traditional.
Obligations		The amount of orders placed, contracts and subgrants awarded, goods and services received, similar transactions and items specified on an obligation record during a funding period that will require payment during the same or future period.
Occupational Outlook Handbook www.bls.gov/oco/		This Department of Labor publication describes approximately 250 occupations in detail covering 104 million jobs or about 85 percent of all jobs in the nation.
Occupational Skills Training		Occupation-specific training provided by a public or private vendor with demonstrated training capability and paid through individual training accounts, available for disadvantaged adults, dislocated workers, and older youth.
Office for Civil Rights www.ed.gov/about/offices/list/ocr/index.html?src=mr	OCR	A federal office that oversees regulation and implementation of Title IX of the Education Amendments of 1964; Title VI of the Civil Rights Act of 1964; Section 504 of the Rehabilitation Act of 1973; and Title II of the Americans with Disabilities Act of 1990.

Office of Management and Budget www.whitehouse.gov/omb/	OMB	A federal office whose predominant mission is to assist the President of the United States in overseeing the preparation of the federal budget and to supervise its administration in executive branch agencies. In addition, OMB oversees and coordinates the Administration's procurement, financial management, information, and regulatory policies to assist in the improved administrative management, to develop better performance measures and coordinating mechanisms, and to reduce any unnecessary burdens on the public.
Office of Social and Economic Data Analysis www.oseda.missouri.edu/	OSEDA	OSEDA is about education. Their mission is to inform community leaders and citizens about social and economic trends impacting the state of Missouri, its people, and its communities. OSEDA conducts projects focusing on important public policy issues. OSEDA projects always involve partnerships with state and/or local organizations.
Older Youth		A youth, 18-21 years of age.
One-Stop Operator		One or more entities designated/certified in the operation of a One-Stop Delivery System.
One-Stop Partner		An entity participating, with the approval of the local board and chief-elected officials, in the operation of a One-Stop Delivery System.
On-the-Job Training dese.mo.gov/divcareered/ve_ojt_apprenticeship.htm	OJT	Training by an employer that is provided to a paid participant while engaged in productive work in a job that provides knowledge or skills essential to the full and adequate performance of the job, is limited in duration as appropriate to the occupation for which the participant is being trained, the prior work experience of the participant, and the service strategy of the participant, as appropriate. GI Bill benefits, if requested, are subject to VA regulations. Apprenticeship training is also available.
Out-of-School Youth		An eligible youth who is a school dropout; or has received a secondary school diploma or its equivalent, but is basic skills deficient, unemployed or underemployed, age 16-21, and economically disadvantaged.
PC-1 dese.mo.gov/divteachqual/teachcert/upgradepc.html		Professional Certificate

Phi Beta Lambda dese.mo.gov/divcareered/biz_pbl.htm	PBL	A postsecondary student organization for students interested in pursuing a business or business-related career. PBL members develop leadership skills, initiate business ventures, organize community service projects, and attend state and national leadership conferences.
Planning for Life Program	PFL	PFL is a state and national awards program designed to recognize exemplary career planning programs in schools and institutions throughout the State of Missouri and across the nation. The program is open to all school districts (at district level or building level), community colleges, and institutions that provide career planning programs in grades six through fourteen. The PFL program is sponsored by the United States Army Recruiting Command and is administered by the National Consortium of State Career Guidance Supervisors. Programs are recognized at two levels, and awards are given to large urban-suburban schools/institutions and to the smaller rural school/institutions.
Postsecondary Agriculture Student Organization dese.mo.gov/divcareered/ag_postsecondary_student_org.htm	PAS	The National Postsecondary Agricultural Student Organization provides opportunities for individual growth, leadership, and career preparation in the agriculture, food, fiber, and natural resource industry.
Professional Development Center	PDC	The Missouri Adult Education and Literacy Professional Development Center prepares and provides workshops, training, and additional support activities for adult education programs across the State of Missouri.
Request for Proposals	RFP	Application and guidelines for grants.
School-Age Community dese.mo.gov/divcareered/saca_defining.htm	SAC	Before/after school programs during the school year and summer that are meaningful programs to assist the student in the K-12 classroom activities.
School-to-Work	STW	A systemic approach to combining work-based learning, class-based learning, and connecting activities to provide students with the opportunity to begin the process of making educated career decisions while in school.

Section 504 of the Rehabilitation Act of 1973	Section 504	Bars discrimination based on disability under any program or activity receiving funds from the U.S. Department of Education.
Service Learning dese.mo.gov/divcareered/service_learning_index.htm		A federally-funded program using experiential learning to integrate classroom curriculum and structured community service activities.
SkillsUSA www.skillsusa.org		A national organization serving high school and college students and instructors who are enrolled in training programs in technical, skilled, and service occupations, including health occupations (formerly the Vocational Industrial Clubs of America (VICA).
Special Populations		Individuals with disabilities, economically disadvantaged individuals, individuals preparing for non-traditional employment, single parents, displaced homemakers, others with barriers, including individuals with limited English proficiency.
State Education Agency	SEA	The state agency with primary responsibility for elementary and secondary education in a state (in Missouri, DESE).
Summer Employment Opportunities		Subsidized or unsubsidized employment for youth during the months of May through September. Such employment may be either full- or part-time, in the public or private sector, and may last for all or part of the summer months.
Supervised Agricultural Experience	SAE	Each secondary agricultural education student has a supervised agricultural experience program that relates to his or her agricultural interest.
Supervised Business Experience dese.mo.gov/divcareered/biz_supervised_business_experience.htm	SBE	A career business program that integrates classroom instruction with on-the-job work experience in office occupations.
Supplanting		The practice (usually prohibited) of using federal or state categorical program funds in a manner that replaces state or local funds which would otherwise have been available.
Support Services		Services such as transportation, childcare, dependent care, housing, and needs-related payments that are necessary to enable an individual to participate in activities authorized under and consistent with the Workforce Investment Act (WIA).

Technology Education Association of Missouri dese.mo.gov/divcareered/teched_team.htm	TEAM	A professional organization of junior high and high school industrial technology teachers that promotes professionalism through spring, fall, and summer meetings, a nationally-recognized newsletter and a state contest every year.
Technology Student Association dese.mo.gov/divcareered/teched_mo_tsa.htm	TSA	The national organization for technology education students, educators, parents, and business leaders who are interested in learning how technology can be put to best use in discovering technological solutions in today's and tomorrow's challenges.
Temporary Assistance to Needy Families www.acf.hhs.gov/programs/ofa/	TANF	Temporary assistance provided to eligible welfare customers and their dependents. This is a requirement to access services through Welfare-to-Work.
Test of Adult Basic Education www.sabes.org/assessment/tabe.htm	TABE	Standardized assessment of the academic areas of reading, math, and language.
Title IX of the Educational Amendments of 1972	Title IX	Bars discrimination based on gender under any program or activity receiving funds from the U.S. Department of Education.
Title VI of the Civil Rights Act of 1964	Title VI	Bars discrimination based on race or color under any program or activity receiving funds from the U.S. Department of Education.
Training Services – Workforce Investment Act		Includes WIA and non-WIA funded partner training services. These services include: 1) occupational skills training; 2) on-the-job training; 3) programs that combine workplace training and related instruction; 4) training programs operated by the private sector; 5) skill upgrading and training; 6) entrepreneurial training; 7) job readiness training; 8) adult education and literacy activities provided in combination with other training services; and 9) customized training.
Troops to Teachers dese.mo.gov/divcareered/ve_troops_to_teachers.htm	TTT	A joint effort of U.S. Departments of Education and Defense to recruit retiring and/or qualified military veterans into second careers as public school teachers.
Underemployed		An individual requiring additional assistance to complete an education program or to secure or hold employment, or who is employed in a low-wage, low skills job in a declining industry, or who works less than 30 hours a week in any one job.

Unemployed		An individual who is without a job and who wants and is available for work.
Unemployment Compensation	UC	Benefit payments under one or more state or federal Unemployment Compensations programs.
United States Department of Education www.ed.gov/index.jhtml	USDE	The federal education agency. Its responsibilities include higher education and student financial aid programs, as well as programs associated with elementary and secondary education.
Unsubsidized Employment		Employment not financed from funds provided under this Act, including a customer's entry into the Armed Forces, employment in a registered apprenticeship program, and the achieving of sustaining self-employment.
Vocational Education Data System	VEDS	Follow-up of career education students.
Vocational Evaluator	VE	A vocational evaluator (VE) specializes in the administration and interpretation of vocational assessment instruments used in a formal vocational assessment. The VE uses specific training in areas such as standardized testing, work samples, job modification, and task analysis in order to identify a student's characteristics, education, training, and placement needs. This assessment is used to determine the student's vocational potential and to develop an individual career development plan.
Vocational Preparation	VP	This is a teaching position responsible for the instruction of students in pre-vocational skills essential for successful completion of a vocational education program. The major objective of the vocational preparation teacher is to adequately prepare students from special populations for vocational education skill training programs.
Vocational Resource Educator	VRE	A non-teaching professional staff member who serves as a resource person in the process of mainstreaming students with disabilities. The VRE assists with vocational education placement, goal setting, curriculum modification, and acquisition of resource materials. The VRE also acts as a liaison with other school personnel to help students make the transition from school to employment or further training.

Welfare Recipient		Persons eligible for and receiving Temporary Assistance to Needy Families (TANF) or funds to meet the needs of children and families.
Welfare-to-Work	WtW or WTW	Legislation to provide services to long-term TANF recipients to assist them in becoming self-sufficient through employment and training.
Welfare-to-Work/Non-WIA Eligibility Assistance		Assistance in establishing eligibility for Welfare-to-Work activities and programs of financial aid assistance for training and education programs not funded under WIA and available in the local area.
Workforce Development System		A team of dedicated individuals working for the continuous improvement of Missouri's workforce.
Workforce Investment Act	WIA	A federally-funded workforce development program that provides a framework for workforce preparation and employment. It is designed to provide workforce investment activities that increase employment, retention and earning of participants, and increase occupational skill attainment by participants, which will improve the quality of the workforce, reduce welfare dependency, and enhance the productivity and competitiveness of the Nation's economy.
Workforce Investment Board	WIB	The local governing board for the Workforce Investment Act (WIA) funds in a local designated region.
Workplace Literacy		Literacy services that are offered for the purpose of improving the productivity of the workforce through the improvement of literacy skills.
Youth Council	YC	A council established as a sub-group within each of the local Workforce Investment Boards. This council is appointed by the local board and chief elected officials to provide expertise in youth policy and to assist the local Workforce Investment Board in determining local youth employment and training policy and practice; broaden the youth employment and training focus in the community; and establish linkages with other organizations serving youth in the local area.